On-line Meeting Management Instructions for HTCI Members, DHW Staff and Guests

1. Please log on 10 minutes before the meeting is scheduled to begin. Webex meetings can be initiated from the calendar or email invitation. The link is also provided in the agenda. If you prefer to download the Webex application in advance, it is found here: https://www.webex.com/downloads.html/

2. We ask that you join from a computer as we will be using the share screen, video and chat functions.

3. Members of the Healthcare Transformation Council of Idaho will be asked to be on camera (if possible) and they will be able to ask questions or comment by raising their hand online. Other attendees can put questions in the chat box and if time permits those questions will be asked as well. Other attendees will be asked to be off camera so that it is clear who the HTCI members are and who is speaking.

4. Webex will allow you to use computer or phone audio. If you have an unstable internet connection, **please connect through the phone**. That will allow you to continue to participate, even if you lose internet connection.

5. Please **use headphones, if possible**. It helps reduce background noise and feedback issues. All participants will be muted on entry and we ask that members only unmute when participating in the discussion. We will also collect questions, concerns and feedback throughout the meeting by utilizing the chat box.

6. If other attendees (e.g. not HTCI members) do have a specific questions or comments, please use the chat function to alert us directly. DHW staff will be monitoring the chat function. As time permits, they will direct those questions and comments to the co-chairs.

7. If you do not have access to a computer (desktop, laptop or Surface/iPad) or have an unstable internet connection, there is a call-in number as a back-up.

Adapted from Elizabeth Spaulding and the Langdon Group